

CITY OF NEW ORLEANS

Mitchell J. Landrieu, Mayor

Office of Community Development (OCD)

SuperNOFA 2011

**APPLICATION
for**

**HOUSING OPPORTUNITIES
FOR PERSONS WITH AIDS
(HOPWA)**

CITY OF NEW ORLEANS

OFFICE OF COMMUNITY DEVELOPMENT

December 15, 2010

NOFA APPLICATION

GENERAL INSTRUCTIONS

1. **Program Description.** A description of the Housing Opportunities for Persons With AIDS (HOPWA) as contained in the Notice of Funding Availability (NOFA)-General Information Packet will assist the applicant with identifying the types of programs best suited for the funds that are being requested. Applicants will be competitively selected for funding under a process using selection criteria that is described in the General Information Packet.
2. All applications must be completed using the forms supplied with this Notice of Funding Availability (NOFA). **Use only the number of pages indicated in the application package. Any application not following the prescribed format will not be considered for funding. DO NOT RETURN THE GENERAL INFORMATION PACKET.**
3. Application forms are available in electronic format (MS Word) on disk at the Mayor's Office of Community Development (OCD) office, 1340 Poydras Street, 10th Floor, New Orleans, LA.

An original completed application plus three (3) copies must be received by **3:00 p.m., Friday, January 21, 2011, at the Office of Community Development office, 1340 Poydras Street, 10th Floor.** Applications may not be sent by facsimile (fax). Applications may not be sent by electronic mail (e-mail). These deadlines are firm as to date and hour.

Any application received after the application deadline will be penalized 20 points for each 24-hour period (weekends excluded) the application is submitted late. (For example, applications received between 3:01 p.m. **Friday, January 21, 2011** and 3:00 p.m. **Monday, January 24, 2011** can only earn a maximum of 80 points; applications received between 3:01 p.m. **Monday, January 24, 2011** and 3:00 p.m. **Tuesday, January 25, 2011** can only earn a maximum of 60 points; etc.)

4. Applicants who physically deliver the proposal must have their proposal logged in and complete a sign-in sheet. Under no circumstance should an applicant leave a proposal at the Office of Community Development office without completing the required log in procedure. Applicants who mail proposals should do so by certified mail, return receipt requested, or through overnight mail services, allowing enough time for the proposal to be **received** by the deadline date and time.

5. Only one application per applicant will be reviewed in each service category. **Proposals that combine a request for funds in more than one category will not be considered for funding.**
6. Proposals must be complete at the time of submission. No addenda will be accepted after the deadline date for submission of proposals unless specifically requested by the Review Panel.
8. **PLEASE INCLUDE THE PAGE IMMEDIATELY FOLLOWING THIS GENERAL INSTRUCTION SHEET AS THE COVER PAGE FOR YOUR APPLICATION.**
9. **For Additional Information.** If you have any questions regarding this NOFA, please contact Madelyn Cosey Sanchez at the Office of Community Development, 1340 Poydras Street, 10th Floor, New Orleans, LA 70122, (504) 658-4200.

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CONTINUUM OF CARE ACTIVITIES

(Application Number Assigned by OCD)

♦ **ORGANIZATION NAME:** _____

♦ **OFFICIAL MAILING ADDRESS:** _____

EMPLOYER IDENTIFICATION NUMBER: _____

PERSON(S) TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION:

Name

Title

Phone/FAX #

CONTINUUM OF CARE CATEGORY APPLYING FOR (CHECK ONE):

____ HOPWA

FUNDING REQUEST/AMOUNT: _____

TARGET/SERVICE DELIVERY AREA: _____

OCD *REGISTRY OF NEIGHBORHOOD ORGANIZATIONS* STATUS:

____ CERTIFIED

____ PENDING

CERTIFICATION:

To the best of my knowledge and belief, all of the information provided in this application is true and correct:

Typed Name of Authorized Representative

Title

Signature of Authorized Representative

Date Signed

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EXHIBIT 1: PROGRAM FUNDING

Use only the page and space provided.

a. Identify and list amounts of prior period Federal and/or State funding (for the last two (2) years and not limited to Office of Community Development):

SOURCE	AMOUNT	TIME PERIOD
1.	\$	
2.	\$	
3.	\$	
4.	\$	
5.	\$	
TOTAL FEDERAL/STATE FUNDING	\$	

b. Identify and list requested (pending) Federal and/or State funding (not limited to Office of Community Development):

SOURCE	AMOUNT	TIME PERIOD
1.	\$	
2.	\$	
3.	\$	
4.	\$	
5.	\$	
TOTAL PENDING FEDERAL/STATE FUNDING	\$	

c. Identify and list other funding including non-federal and private funding

1.	\$	
2.	\$	
3.	\$	
4.	\$	
5.	\$	
TOTAL NON-FEDERAL/PRIVATE FUNDING	\$	

TOTAL PROGRAM BUDGET:_____

TOTAL REQUEST FROM OCD UNDER THIS NOFA:_____

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EXHIBIT 2 – Please answer the following 18 questions in a maximum of 14 pages.

Please answer one question at a time, listing the question followed by the response.

[See the “General Information Package for Funding Sources” for further instructions on eligible activities as well as hints about how to answer these questions.]

TARGET POPULATION & SERVICE NEED (24 points)

1. Describe the community need that this program proposal addresses, including the following:
 - a. Identify external data sources that measure the magnitude of this problem and/or identify demographic risk factors that are strongly related to the problem -- citing national studies or evidence that document the relationship between the risk factor and the problem.
 - b. Identify the geographic boundary of the community you intend to address in this proposal and provide data that indicates the magnitude of the need in this community.
 - c. Provide comparative data for the eight-parish area, the state, and the nation to illustrate the relative seriousness of the need.
2. Describe the target population that you are trying to reach with this program. This description should demonstrate your understanding of the people who will benefit from the services for which you are seeking support. Include parish-wide or neighborhood data as well as aggregate client data that describes the salient characteristics of the people you intend to serve.
3. Based on the target population you are trying to reach, present the results of a review of all similar agencies that also serve this target population answer these questions: What resources are already available to this population? What gaps are there in services?

APPROACH TO PROVIDING SERVICES (25 points)

4. What are the goals of the proposed program?
5. Have you involved the people you intend to serve in planning this program? If so, how has that occurred? If not, how will you accomplish this?
6. Describe any research you have done to determine if the proposed program model will work. Has the program been tried elsewhere? With what results?
7. Define how the program works or will work to achieve the goals. There should be an obvious and logical link between your understanding of the people you intend to serve, the services you intend to provide, and the results you expect to see. Include the following:
 - a. How many persons will be served?
 - b. How will the services be provided?
 - c. What is the process for services being delivered?
 - d. How will the target population be reached?
 - e. How will the project be managed and staffed?
 - f. Who will be providing the proposed service to clients?
8. Describe any anticipated problems or challenges in the operation of the project in delivering the services or activities to the target population. Problems both internal and external to the operating agency along with those that could impact the timing of program implementation should be listed.

9. What are your anticipated program outcomes? How will you know if you are succeeding or failing? Define how you will collect information about participants by identifying the indicators you will use to measure progress toward outcomes. Identify your measurement tool(s) and document the validity and reliability of each. (Please attach a copy of the instrument, if available.) In setting targets, be sure to include benchmarking against national success rates, if available.
10. Identify how the project will continue in the long term with or without federal funding.

COORDINATION AND COLLABORATION (15 points)

11. Indicate the HUD national objective being met by the proposed activity. Indicate how the proposed activity is provided in the context of existing ongoing initiatives in the City of New Orleans and its surrounding parishes (i.e., Consolidated Plan, Empowerment Zone, Workforce Investment Act, etc.)
12. Indicate how the proposed strategy is consistent with strategies outlined in other planning documents prepared for the New Orleans Regional AIDS Planning Council and State of LA HIV Program. If proposed services are inconsistent with existing ongoing initiatives, identify the agency plan to reach consistency/integration over the next year.
13. Describe the agency's efforts to coordinate and collaborate with other agencies providing both similar and complementary services for the target population and to the target community.
14. Indicate whether or not the agency has entered into formal written cooperative agreements with other agencies providing similar and complementary services.

AGENCY BACKGROUND AND EXPERIENCE (16 points)

15. Describe the experience of the organization in carrying out the type of activities proposed in the application and the length of time the organization has been involved in providing the proposed services (even if the service has not been provided through grant funds).
16. Describe the results of any past evaluations of this organization providing these types of services.
17. Indicate the agency's performance in completing contractual agreements between the agency and the City of New Orleans for the past two (2) years. For each contractual agreement, indicate the agency's percentage of achievement of contract deliverables outlined in the contract's scope of work.
18. Detail the staff's experience in working with HOPWA/HIV services projects in general and in the proposed service area in particular. **DO NOT SEND RESUMES.** If the agency or staff does not have prior experience in providing the proposed service, please indicate experience and successes in carrying out similar programs and in working in partnership with other agencies and/or consultants.
19. Detail whether or not your agency is a certified Section 3 Business.

Use only the page and space provided.

HOPWA ACTIVITIES

[illegible]

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EXHIBIT 4: BUDGET/FINANCIAL RESOURCES (20 POINTS)

Agency proposals must include a line item budget and budget narrative that explains and justifies how each line item will be expended. The budget should be reasonable and consistent with the proposed level of service delivery. In the general narrative comments section include and identify in-kind contributions and fund raising activities to support program activities.

The budget section consists of ten (10) pages. Including:

- X Budget Forms
- X Narrative Forms
- X Classification of Expenditures and Line Item Numbers

FORM INSTRUCTIONS: The budget form consists of nine pages, one page each for the following categories:

Budget Page 1:	Budget At A Glance/Budget Summary
Budget Page 2:	General Narrative Comments/Match
Budget Page 3:	1000 - Personal Services
Budget Page 4:	Personal Services Budget Justification Narrative
Budget Page 5:	2000 - Contractual Services
Budget Page 6:	Contractual Services Budget Justification Narrative
Budget Page 7:	3000 - Supplies and Materials
Budget Page 8:	Supplies and Materials Budget Justification Narrative
Budget Page 9:	4000 - Equipment
Budget Page 10:	Equipment Budget Justification Narrative

All line item requests must be placed in these general categories. Please use the Classification of Expenditures and Line Item Numbers to determine the correct budget category.

In the **ACCT. NO.** column list the line item number. The **LINE ITEM** column contains the line item description taken from the List of Line Items. Fill in the amount requested in the column marked **REQUESTED BUDGET**. When preparing the Budget forms, complete all sub-totals and totals.

NARRATIVE: Each budget submitted must include a justification narrative. In each section complete the required information and make any additional comments.

1. Salaries--List the name, title, percent of time, and annual salary for **each** employee to be funded by the proposed project in this section.
2. Contractual Services--List a description of all Professional services, i.e., sub-contracts.
3. Supplies & Materials--Describe supplies that are directly related to your proposed program, i.e., food, paper, paint, lumber, etc.
4. Equipment & Property--Describe any equipment you wish to purchase and its use.
5. General Comments--Include descriptions of funding matches, as well as any in-kind services, facilities, and/or personnel that may be available to your organization. This could include rent, utilities and the like. Please explain fully these leveraging factors.
6. The Expenditure Sheet indicates Miscellaneous/Other Line Item(s). If your organization elects to use these items, you must clearly identify what miscellaneous/other is and how it will be utilized.

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EXHIBIT 4: BUDGET/FINANCIAL RESOURCES (20 POINTS)

First of ten single spaced pages.

OFFICE OF COMMUNITY DEVELOPMENT BUDGET LINE ITEM DETAIL			
BUDGET:		YEAR:	
ORGANIZATION NAME:			
PROJECT NAME AND NUMBER:	DEPARTMENT: OCD	PROGRAM: HOPWA	OPTION CODE
ACCT. NO.	LINE ITEM	REQUESTED BUDGET	FOR OCD USE ONLY
1000	PERSONAL SERVICES		
2000	CONTRACTUAL SERVICES		
3000	SUPPLIES AND MATERIALS		
4000	EQUIPMENT		
	MATCH/OTHER		
	TOTAL	\$	

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EXHIBIT 4: BUDGET/FINANCIAL RESOURCES (20 POINTS)

Second of ten single spaced pages.

BUDGET JUSTIFICATION NARRATIVE - GENERAL COMMENTS/MATCH

Third of ten single spaced pages.

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EXHIBIT 4: BUDGET/FINANCIAL RESOURCES (20 POINTS)

Fourth of ten single spaced pages.

BUDGET JUSTIFICATION NARRATIVE: 1000 - PERSONAL SERVICES

Fifth of ten single spaced pages.

[illegible]

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EXHIBIT 4: BUDGET/FINANCIAL RESOURCES (20 POINTS)

Sixth of ten single spaced pages.

BUDGET JUSTIFICATION NARRATIVE: 2000 - CONTRACTUAL SERVICES

Seventh of ten single spaced pages.

[illegible]

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EXHIBIT 4: BUDGET/FINANCIAL RESOURCES (20 POINTS)

Eighth of ten single spaced pages.

BUDGET JUSTIFICATION NARRATIVE: 3000 - SUPPLIES AND MATERIALS

Ninth of ten single spaced pages.

[illegible]

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EXHIBIT 4: BUDGET/FINANCIAL RESOURCES (20 POINTS)

Tenth/last of ten single spaced pages.

BUDGET JUSTIFICATION NARRATIVE: 4000 - EQUIPMENT

CLASSIFICATION OF EXPENDITURE AND LINE ITEM NUMBERS

PERSONAL SERVICES (1000)

1010 Salaries
 1011 Sick Leave
 1020 Overtime
 1021 Part-Time Payroll
 1110 Employees= Retirement Plan
 1200 Social Security Taxes (FICA)
 1300 Group Hospital Insurance
 1400 Workers Comp. Insurance
 1600 Terminal Leave
 1710 Auto Allowance
 1720 Uniform Allowance
 1730 Chauffeurs Licenses
 1740 Tool Allowance
 1760 Pay Increment
 1790 Life Insurance
 1800 Unemployment Comp. (SUTA)
 1900 Sick Leave

CONTRACTUAL SERVICES (2000)

2010 Advertising
 2020 Cleaning and Waste Removal
 2030 Contributions & Prizes
 2040 Convention & Travel Expenses
 2041 Convention & Travel Reimbursement
 2050 Dues and Subscriptions
 2060 Education
 2080 Fees of Board Members
 2090 Fees, Taxes, and Assessment
 2091 Photograph Expense
 2092 Conveyance Certificates
 2093 Mortgage Certificates
 2094 Recordation Wens Exp.
 2095 Demolition Expense
 2110 Ins-Liability & Property Damage
 2111 Adj Contact
 2112 Stop Loss Policy
 2113 Physical Dam Auto
 2114 Gen Liability Claims Reserve
 2115 Auto Claims Reserve
 2120 Ins-Surety Bonds
 2130 Postage Freight Express
 2140 Printing and Binding
 2150 Professional Services
 2160 Rents & Leases-Land Bldg
 2170 Rents & Leases Other Prop
 2180 Motor Vehicle Rep General
 2181 Motor Vehicle Rep PM Insp.
 2182 Motor Vehicle Replacement-Component
 2185 Repairs and Maintenance
 2187 Loan Subsidy
 2190 Telephone - Local
 2210 Telephone - Long Distance & Tel.
 2240 Utilities

2600 Miscellaneous
 2800 Indirect Cost

SUPPLIES AND MATERIALS (3000)

3010 Books and Pamphlets
 3020 Building Supplies
 3030 Clothing
 3040 Education Supplies
 3050 Electrical Supplies
 3060 Electronic Supplies
 3070 Engineering Supplies
 3080 Parts-Not Motor Vehicle
 3110 Food Supplies
 3120 Fuel-Not Motor Vehicle
 3130 General Plant Supplies
 3140 Hand Tools and Instrument
 3150 Horticulture & Farm Supplies
 3160 Household Supplies
 3170 Identification Plates and Badges
 3180 Janitor & Cleaning Supplies
 3190 Medical Supplies
 3210 Motor Vehicle-Gasoline
 3211 Motor Vehicle-Diesel
 3212 Motor Vehicle-Hydraulic Oil
 3213 Motor Vehicle-Lubricants
 3214 Motor-Vehicle-Fluids
 3215 Motor Vehicle-Other
 3220 Motor Vehicle-Parts
 3240 Photographic Supplies
 3250 Office Supplies
 3260 Safety Supplies
 3271 Vehicle Supplies-Battery
 3272 Vehicle Supplies-Tires
 3273 Vehicle Supplies-Welding
 3274 Lawn Equip. Parts
 3299 Miscellaneous Supplies

EQUIPMENT & PROPERTY (4000)

4101 Land
 4201 Buildings & Improvements
 4352 Bldg. & Power Plant Equip
 4354 Cleaning & Laundry Equip
 4356 Communications Equip
 4358 Construction Equip
 4362 Education & Recreation Equipment
 4364 Engineering Equipment
 4368 General Plant Equip.
 4374 Medical Equipment
 4376 Motor Vehicle
 4378 Office Furniture & Equip.
 4382 Refrigeration & Air Cond. Equip.
 4390 Miscellaneous

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EXHIBIT 5: EVACUATION PLAN/ZONING

EVACUATION PLAN: Organizations that propose to run a shelter/residential care facility must attach a clear evacuation plan for its staff and residents. All plans must include clear identifiable stairs, exists fire escapes and designated essential employees. **Essential employees are those persons responsible for carrying the evacuation plan.**

ZONING: All organizations applying for CDBG, ESG, HOPWA, and SESG funds for the purpose of operating/staffing residential programs must submit a clearance from the **Department of Safety and Permits** approving the use of the building/activities before THE OFFICE OF COMMUNITY DEVELOPMENT will consider awarding funds.